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11 May 1960

MEMORANDUM FOR: DD/P Training Officer

SUBJECT : SR Division Training Requirement for Calendar
Years 1960 and 1961

1. SR Division has recently completed a comprehensive survey undertaken for the purpose of determining training deficiencies apparent in the personnel records of SR officers in the Grades GS-7 through GS-15 and to provide for the benefit of Agency training components a 2-year forecast of SR's requirements for fundamental tradescraft courses, as well as area and language training. A machine run reflecting the individual courses accredited to each SR employee together with a list of formal course offerings provided by OTR and TSD were made available to all SR component chiefs to assist them in determining their future needs.

2. Summarized below opposite appropriate separate courses offered by OTR and TSD are requirements for SR Division both on a summary as well as separate calendar year basis:

<u>Course Title</u>	<u>SR Candidates</u> <u>1960 & 1961</u>	<u>Calendar</u> <u>1960</u>	<u>Year</u> <u>1961</u>
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25 YEAR RE-REVIEW

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